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OSA-2381-63

6 MAY 1963

MEMORANDUM FOR: Assistant Director, OSA

SUBJECT : Delinquent and Incomplete Military Officer Effectiveness Reports (OER)

1. As an attachment to this memorandum is a listing of all OER's submitted by OSA/DDR since 1 January 1963. The attachment indicates OER's have been consuming approximately 60 or more days to complete. In a few cases the completion time has been extreme.
2. In addition to the aforementioned time factor, OER's have repeatedly reached Pers/OSA with data or dates omitted. To meet suspense dates, generally already delinquent, Pers/OSA and MMPD have been filling in the omitted data that should have been within the OER prior to the reporting official approving the OER.
3. During November 1962 Pers/OSA offered to each secretary within the offices of interest, AFM 36-10 (OER Manual). Some secretaries accepted the manual, others did not desire it. Too, reporting officials have been repeatedly approached concerning due dates for OER's.
4. This memorandum seeks assistance in the area of a punctual OER program.

25X1A

**TSGt, Personnel Assistant
PR/QSA/DDR**

Attachment: (1)

DE/OSA:KG:rgw 3 May 1963

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~~2-100, GSN~~

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